2024

# Student Induction policy and procedure -CSBT Campus

## Student Induction policy and procedure of CSBT Campus

**Policy Statement:**

At CSBT Campus, we are dedicated to facilitating a seamless transition for all students into their academic journey with us. Our Student Induction Policy ensures that new students are provided with comprehensive information, resources, and support to help them integrate into campus life effectively. Through our induction program, we aim to promote student success, engagement, and well-being throughout their time at CSBT Campus.

**Purpose:**

**Orientation and Familiarization**:

The primary purpose of our induction policy is to orient new students to CSBT Campus, acquainting them with our facilities, resources, policies, and procedures. Through this process, students gain a comprehensive understanding of what the campus has to offer and how to navigate their academic experience effectively.

**Integration and Community Building**:

We aim to facilitate the integration of new students into the campus community by fostering connections and relationships with fellow students, faculty, and staff. Our induction activities provide opportunities for students to engage with one another, establish networks, and develop a sense of belonging within the CSBT community.

**Academic Preparedness:**

Our induction policy seeks to prepare students for academic success by providing them with information and guidance on program requirements, course expectations, and academic support services available on campus. By equipping students with the necessary tools and resources, we empower them to excel academically from the outset of their studies.

**Compliance and Accountability**:

CSBT Campus upholds high standards of conduct, ethics, and professionalism. The induction policy serves to communicate these expectations to new students, ensuring they are aware of their responsibilities as members of the campus community. Through induction activities, students are informed of campus policies, codes of conduct, and procedures, promoting a culture of accountability and respect.

**Health, Safety, and Well-being:**

The safety and well-being of our students are paramount. Our induction policy includes information on health and safety protocols, emergency procedures, and campus resources available to support students' physical and mental well-being. By prioritizing student health and safety, we create an environment conducive to learning and personal growth.

**Continuous Improvement:**

CSBT Campus is committed to continuously enhancing the induction experience for students. We regularly review and evaluate our induction policy and practices, soliciting feedback from students and stakeholders to identify areas for improvement. Through ongoing assessment and refinement, we strive to ensure that our induction program remains relevant, effective, and responsive to the evolving needs of our student body

**Induction Standards for CSBT Campus**

| 1. Comprehensive Orientation Materials: | Responsible Person | Monitored by |
|---|---|---|
| - Induction materials provided to new students should offer a comprehensive overview of campus facilities, resources, policies, and procedures. | Program Officer | Quality  A |
| - Information should be presented in a clear, accessible format, including handbooks, guides, presentations, and online resources. | Program Officer | Quality A |
| | | |
| 2. Engaging Induction Sessions: | | |
| - Induction sessions should be interactive, engaging, and tailored to meet the diverse needs of students. | Program Officer | Quality A |
| - Sessions should incorporate a mix of presentations, discussions, activities, and opportunities for student participation. | Program Officer | Quality A/ HOD |
| | | |
| 3. Clear Communication of Academic Expectations: | | |
| - Students should receive clear information on academic programs, course requirements, assessment methods, and grading criteria. | Program Coordinator | HoD |
| - Expectations regarding attendance, participation, and academic integrity should be communicated explicitly. | Program Officer | HoD |
| | | |

| | | |
|---|---|---|
| 4. Accessible Support Services: | | |
| - Students should be introduced to the various support services available on campus, including academic advising, counseling, tutoring, and career services. | Program Officer/ Student services staff | Quality A |
| - Information on how to access these services should be readily available and easy to understand. | Student services staff | Quality A |
| | | |
| 5. Orientation to Campus Facilities: | | |
| - New students should receive orientation to campus facilities, including libraries, computer labs, study spaces, dining facilities, and recreational areas. | Program Officer | Quality A |
| - Tours of campus facilities should be organized to familiarize students with their physical surroundings. | Student services staff | Quality A |
| | | |
| 6. Introduction to Campus Policies and Regulations: | | |
| - Students should be informed about campus policies, regulations, and codes of conduct, including academic integrity, behavior expectations, and disciplinary procedures. | Program Coordinator | Quality A |
| - The consequences of non-compliance with campus policies should be clearly communicated. | Program Coordinator | Quality A |
| | | |
| 7. Health, Safety, and Well-being Guidelines: | | |
| - Induction should include information on health and safety guidelines, emergency procedures, and campus security measures. | Health and Safety Officer | Quality A |
| - Students should be made aware of resources and support services available for their physical and mental well-being. | Health and Safety Officer | Quality A |
| | | |
| 8. Opportunities for Social Integration: | | |
| - Induction should provide opportunities for students to connect with each other, faculty, and staff, fostering a sense of community and belonging. | Student services staff | Quality A |
| - Social events, networking sessions, and group activities should be organized to facilitate social integration. | Student services staff | Quality A |
| | | |
| 9. Evaluation and Feedback Mechanisms: | | |
| - Induction programs should include mechanisms for collecting feedback from students to assess the effectiveness of the process. | Academic Department/ Program Coordinator | Quality A |

| | | |
|---|---|---|
| - Regular evaluations should be conducted to identify strengths, weaknesses, and areas for improvement in the induction program. | Academic Department/ Program Coordinator | Quality A |
| | | |
| **General induction**<br>- Rules, Conduct and Behavioral Standards<br>- Fire safety and fire assembly point<br>- Career guidance<br>- Assessment policy and Evaluations | Program Officer | Student handbook | 1week |
| **Program Induction**<br>- Introduction to the program<br>-<br>- Program requirements and learning outcomes<br>- Program assessment and the evaluation criteria<br>- Progression and options | Program Coordinator | Module Guide | 1 week |

Late enrolments should complete an induction programme. To ensure all new students are aware of the College and its provision, learners maybe allocated a student buddie/mentor to provide support and information. They should also be given an enrolment checklist with the dates and times of college induction sessions for latecomers. Student mentors will be responsible for supporting and monitoring the learner to ensure they complete the college and course induction programme

**Policy Review Date**

01.01.2025

Appendix 1

| CSBT Campus Induction Checklist | Put √ / X |
|---|---|
| | |
| Welcome to CSBT Campus! This checklist is designed to help you navigate through your induction process and familiarize yourself with important aspects of campus life. Please ensure that you complete each item on the checklist: | |
| | |
| 1. Review Campus Policies and Procedures: | |
|   - [   ] Read and understand campus policies and procedures outlined in the student handbook.<br>  - [   ] Familiarize yourself with the code of conduct, academic integrity policies, and other relevant regulations. | |
| | |
| 2. Explore Campus Facilities: | |
|   - [   ] Take a tour of campus facilities, including classrooms, labs, libraries, and recreational areas.<br>  - [   ] Locate important campus buildings such as administration offices, student services centers, and health centers. | |
| | |
| 3. Access Campus Resources: | |
|   - [   ] Obtain your student ID card and familiarize yourself with its uses and benefits.<br>  - [   ] Learn how to access campus resources such as libraries, computer labs, and online learning platforms. | |

| | |
|---|---|
| 4. Understand Academic Expectations: | |
|   - [ ] Review your program requirements, course syllabi, and academic calendar.<br>  - [ ] Understand grading policies, attendance requirements, and deadlines for assignments and exams. | |
| | |
| 5. Learn About Support Services: | |
|   - [ ] Attend orientation sessions on student support services, including academic advising, tutoring, counseling, and career services.<br>  - [ ] Learn how to access support services and resources available for academic and personal success. | |
| | |
| 6. Stay Informed: | |
|   - [ ] Subscribe to campus , announcements, and social media channels for updates and events.<br>  - [ ] Familiarize yourself with campus communication channels and emergency notification systems. | |
| | |
| 7. Connect with Peers and Faculty: | |
|   - [ ] Introduce yourself to classmates, faculty members, and campus staff.<br>  - [ ] Participate in orientation activities, group discussions, and networking events to build connections and relationships. | |
| | |
| 8. Review Health and Safety Guidelines: | |
|   - [ ] Familiarize yourself with campus health and safety guidelines, emergency procedures, and evacuation routes.<br>  - [ ] Learn how to report safety hazards, accidents, or emergencies to campus authorities. | |
| | |
| 9. Get Involved in Campus Life: | |
|   - [ ] Explore extracurricular activities, student clubs, and organizations that interest you.<br>  - [ ] Attend campus events, cultural activities, and community service opportunities to enrich your college experience. | |
| | |
| 10. Provide Feedback: | |
|   - [ ] Share your feedback and suggestions on the induction process and campus experience.<br>  - [ ] Participate in surveys, focus groups, or feedback sessions to help improve campus services and programs. | |

| | |
|---|---|
| Congratulations! You have completed the CSBT Campus Induction Checklist. We hope that you feel prepared and excited to embark on your journey at CSBT Campus. If you have any questions or need further assistance, please don't hesitate to reach out to our student services team.<br>**Welcome to the CSBT community!** | |